

# **California Department of Corrections and Rehabilitation**

## **Office of Audits and Compliance**




## **Operational Peer Review**

**Leo Chesney Community Correctional  
Facility**

**November 3 – November 7, 2008**

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## **Review of Community Correctional Facilities**

### **Leo Chesney Community Correctional Facility**

#### **INTRODUCTION**

This program review of Community Correctional Facilities (CCF) operations was conducted at the Leo Chesney CCF by the Office of Audits and Compliance (OAC) during the period of November 3-7, 2008. This review team utilized the California Penal Code (PC), California Code of Regulations (CCR), Title 15, California Department of Corrections and Rehabilitation's (CDCR) Department Operations Manual (DOM), CCF Financial Management Handbook and the CCF Statement of Work, as the primary sources of operational standards.

This review was conducted by Tony Alleva, Facility Captain; Dave Stark, Correctional Counselor II; Chuck Lester, Correctional Lieutenant; and Nancy Fitzpatrick, Associate Governmental Program Analyst, of the OAC.

The review consisted of on-site inspections, interviews with staff and inmates, review of procedures and other documentation, and an observation of facility operations.

The purpose of the OAC's review is one of overall analysis and evaluation of the Facility's compliance with the terms and conditions of State regulations, departmental policy and contract agreement.

Each area was reviewed by a minimum of two primary reviewers and cross-verified by other members of the team as possible. Overall findings presented in the attached report represent the consensus of the entire review team.

## **Review of Community Correctional Facilities**

### **Leo Chesney Community Correctional Facility**

#### **REVIEW SCOPE AND METHODOLOGY**

The OAC conducted an on-site review at the Leo Chesney CCF during the period of November 3-7, 2008. The purpose of this review was to assess the level of compliance with the terms and conditions of State regulations, departmental policy, and contract agreement. This review and the attached findings represent the formal review of Leo Chesney CCF's compliance by the OAC.

The scope and methodology of this review was based upon written review procedures developed by the OAC and provided to the Leo Chesney CCF staff in advance of the review.

Random sampling techniques were employed as an intrinsic part of the review process.

For the purposes of this review, members of the team toured the Facility. Inspections were conducted in housing, food service, medical, and [REDACTED]. Randomly selected inmates were informally interviewed based upon their interest and willingness to talk to the reviewers.

Throughout the tour, on-duty contractors and departmental staff at all levels (medical, parole, management and administrative, and custody) were interviewed regarding current practices.

## **Review of Community Correctional Facilities**

### **Leo Chesney Community Correctional Facility**

#### **EXECUTIVE SUMMARY**

During this formal review of the Facility's compliance with the terms and conditions of State regulations, departmental policy, and contract agreement at Leo Chesney CCF, the Facility was found to be in compliance with 78 (99 percent) of the 79 ratable areas. Two standards were found to be not ratable during this review.

- **Second Level Appeals.** The review revealed there is no tracking system in place to document that the second level appeal is transmitted to CCFA for audit, and response if required, by the CCFA. This is a CDCR issue.

A complete description of the finding areas may be found in the narrative section of the report.

## Review of Community Correctional Facilities

### Leo Chesney Community Correctional Facility

#### SUMMARY CHART (SYMBOL DEFINITIONS)

The following chart represents individual review findings in relation to CCR, Title 15, DOM, PC, and contract agreement.

Each item is rated as to whether or not the institution is in compliance. The chart uses the following symbols to denote compliance ratings:

SYMBOL	DEFINITION
<b>Compliance (C)</b>	The requirement is being met.
<b>Partial Compliance (P/C)</b>	The institution is clearly attempting to meet the requirement, but significant discrepancies currently exist.
<b>Noncompliance (N/C)</b>	The institution is clearly not meeting the requirement.
<b>Not Applicable (N/A)</b>	Responsibility for compliance in this area is not within the authority of this institution.
<b>Not Ratable (N/R)</b>	No measurable instances.

At the end of the chart is a Comparative Statistical Summary Chart of Review Findings. This summary presents a mathematical breakdown of compliance by total items and percentages (%).

## Review of Community Correctional Facilities

### Leo Chesney Community Correctional Facility

#### SUMMARY CHART

REVIEW STANDARD	REVIEW FINDING 10/06	REVIEW FINDING 11/08	PAGE NO.
<b>I. ADMINISTRATION</b>			
A) Operations Manual	C	C	1
B) Restricted Operational Procedures	C	C	1
C) Program Cost Reports	C	C	
<b>II. PERSONNEL</b>			
A) Master Staffing Plan	C	C	
B) Position Changes	N/R	N/R	
C) Job Descriptions and Duty Statements	C	C	
D) Post Orders	C	C	
1. Staff Sign Acknowledgment Sheet	C	C	
E) Background Investigation	C	C	
F) Personnel Policies	C	C	
<b>III. TRAINING</b>			
A) Training Policy	C	C	
B) Training Records	C	C	
C) Training Audits	C	C	
<b>IV. CLASSIFICATION</b>			
A) Operational Plan	C	C	
B) Composition	C	C	
C) Initial Classification	C	C	
D) Documentation	C	C	

REVIEW STANDARD		REVIEW FINDING 10/06	REVIEW FINDING 11/08	PAGE NO.
<b>V. PROGRAMS</b>				
A)	Inmate Work Training Incentive Program	C	C	
B)	Pre-Release	C	C	
C)	Educational Programs-Credential Standards	C	C	
	1. Adult Basic Education	C	C	
	2. Education Hours	C	C	
D)	Religious Programs	C	C	
E)	Library Services	C	C	
F)	Visiting	C	C	
G)	Canteen	C	C	
H)	Recreation Programs	C	C	
I)	Medical Services	C	C	
	1. Health Records	C	C	
<b>VI. DISCIPLINE</b>				
A)	Policy	C	C	
B)	Disciplinary Actions	C	C	
C)	Documentation	C	C	
D)	Classification of Rule Violations	C	C	
E)	Authority	C	C	
F)	Records of Disciplinary Matters	C	C	
<b>VII. RECORDS</b>				
A)	Inmate Files	C	C	
B)	File Security	C	C	
C)	Release of Information	C	C	
D)	Daily Movement Sheets	C	C	
<b>VIII. APPEALS</b>				
A)	Forms	C	C	



REVIEW STANDARD		REVIEW FINDING 10/06	REVIEW FINDING 11/08	PAGE NO.
B)	Informal Level	C	C	
C)	First Level	C	C	
D)	Second Level	C	N/C	
E)	Record of Appeals	C	C	
F)	The CCR, Title 15	C	C	
G)	Training	C	C	
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<b>X. SAFETY</b>				
A)	Fire Safety	C	C	
	1. Fire Drills	C	C	
B)	Hazardous Material	C	C	

REVIEW STANDARD	REVIEW FINDING 10/06	REVIEW FINDING 11/08	PAGE NO.
<b>XI. GENERAL</b>			
A) New Arrivals	C	C	
B) Hygiene	C	C	
C) Inmate Telephones	C	C	
D) Inmate Mail	C	C	
E) Inmate Access to Computers	C	C	
F) Security Areas	C	C	
G) Housekeeping and Maintenance	C	C	
<b>XII. FOOD SERVICES</b>			
A) Meals	C	C	
B) Special Diets	C	C	
C) Meal Samples	C	C	
D) Inmate Workers	C	C	
E) Health Codes	C	C	
F) Dry Storage	C	C	
G) Refrigeration	C	C	
H) Vector Control	C	C	
<b>XIII. DEPARTMENTAL/FACILITY INTERCOMMUNICATION</b>			
A) Hub Institutions	C	C	
B) Mutual Aid	C	C	

**COMPARATIVE STATISTICAL SUMMARY CHART**  
**OCTOBER 2006—NOVEMBER 2008 REVIEW FINDINGS**

<b>RATING</b>	<b>TOTAL 10/06</b>	<b>RATING % 10/06</b>	<b>TOTAL 11/08</b>	<b>RATING % 11/08</b>
<b>COMPLIANCE</b>	80	100%	<b>78</b>	<b>99%</b>
<b>PARTIAL COMPLIANCE</b>	0		<b>0</b>	
<b>NONCOMPLIANCE</b>	0		<b>1</b>	<b>1%</b>
<b>NOT RATABLE</b>	2		<b>2</b>	
<b>TOTAL</b>	82	100%	<b>81</b>	<b>100%</b>

**Review of Community Correctional Facilities**  
**Leo Chesney Community Correctional Facility**

**SUMMARY OF FACILITIES REVIEWED**

The Leo Chesney CCF is a 318 bed private Facility located in the City of Live Oak, Sutter County, California. The Facility is managed by Cornell Companies, Inc. At the time of this review, the population of the Leo Chesney CCF was 312 inmates under the jurisdiction of the CDCR.

**I. ADMINISTRATION**

- A) **Operations Manual.** The contractor maintains a current operations manual summarizing approved methods of implementing CDCR policies, which provides details for daily operation of the program. The manual has been submitted and approved by the CDCR on an annual basis.  
**(Authority: CCR, Section 3380; Statement of Work, Contractor Authority and Responsibilities-Public, page 2B; and Private, pages 3A and 3B.)**

**Finding**

**COMPLIANCE**

**The OAC review team examined the Leo Chesney CCF's current policy and procedure manual and interviewed staff.**

**The review revealed that the Facility maintains policies and procedures that outline the operations of the Facility. These policies and procedures are current and have been approved by CDCR.**

- B) **Restricted Operational Procedures.** The contractor, when establishing written policy and procedure in accordance with DOM, Section 5000, will maintain such policies and procedures as "Confidential" and "Restricted." Confidential and restricted information will not be made available to inmates.

Such procedures shall include but are not limited to:

Emergency Operations;  
Key/Locking Devices;  
Job Action Contingency Plan;  
Escape Pursuit Plan;  
Prisoner Transportation; and  
Gang Management.

**(Authority: DOM, Section 55000; Statement of Work, Contractor Authority and Responsibilities-Public, page 2B; and Private, pages 3B, 11, and 12.)**

### **Finding**

## **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's current policy and procedure manual and interviewed staff.

The review revealed that the Facility maintains a complete confidential and restricted procedures manual that is kept under lock and key by management personnel and is unavailable to the inmate population. These policies include, but are not limited to, Emergency Operations, No. 221-1; Key/Locking Devices, No. 204-2; Job Action Contingency Plan, No. 221-1; Escape Pursuit Plan, No. 221-1; Prisoner Transportation, No. 206-1; and Gang Management, No. 280-2.

- C) **Program Cost Reports.** The contractor has submitted the required quarterly and annual program cost reports to the Community Correctional Facility Administration (CCFA).

**(Authority: Financial Management Handbook (FMH), Financial Management of Funds, Public, page 8 III-A; and Private, page 12D.)**

### **Finding**

## **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's quarterly and annual program cost reports and interviewed staff.

The review revealed that Leo Chesney CCF submitted to CCFA both quarterly and annual reports with the annual report being submitted on August 15, 2008.

## II. PERSONNEL

- A) **Master Staffing Plan.** The contractor maintains a master staffing plan that includes administrative as well as posted positions and reflects corresponding position numbers.  
**(Authority: FMH, Accounting System/Financial Records, Allowable Costs, Personnel Costs-Public, page 3D; and Private, page 8D.)**

### Finding

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's master staffing plan and interviewed staff.

The review revealed that Leo Chesney CCF maintains a Master Assignment Roster that includes administrative, as well as posted positions, and reflects corresponding position numbers.

- B) **Position Changes.** Any changes to classification, function responsibility or post assignment are accompanied by an approved "Change of Established Positions" form and an approved "Post Assignment Schedule Summary" and "Post Assignment Detail" when it affects posted positions.  
**(Authority: FMH, Accounting System/Financial Records, Allowable Costs, Personnel Costs-Public, page 3D; and Private, page 8D.)**

### Finding

## NOT RATABLE

The Leo Chesney CCF has not requested any changes to previously approved established positions. Therefore, this standard is not ratable during this audit period.

- C) **Job Descriptions and Duty Statements.** The contractor maintains current job descriptions and duty statements for staff paid through the CDCR contract.  
(Authority: FMH, Accounting System/Financial Records, Allowable Costs, Personnel Costs-Public, page 3D; and Private, page 8D.)

#### Finding

#### COMPLIANCE

The OAC review team examined the Leo Chesney CCF's current job descriptions and duty statements and interviewed staff.

The review revealed that job descriptions and duty statements for all staff are maintained by the Facility.

- D) **Post Orders.** The contractor provides post orders, on the post, for security staff.  
(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 3; Private, page 3B; DOM, Section 51040.6. Reference: PC, Section 5058, FMH-Public, page 3D; and Private, page 8D.)

#### Finding

#### COMPLIANCE

The OAC review team examined the Leo Chesney CCF's post orders and interviewed staff.

The Leo Chesney CCF post orders, found on-site, contained a current revision date, and had been approved and signed by administrative staff.

1. Each custody staff member assigned to a post for the first time shall be provided with a copy of the appropriate post order upon assuming the post. The staff member has signed the acknowledgment sheet of the post orders on their assigned work site confirming the reading and understanding of duties for the post.  
**(Authority: DOM, Section 51040.6.1. Reference: PC, Section 5058; and FMH-Private, page 8D.)**

### **Finding**

### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's post orders and interviewed staff.

The review revealed that the Leo Chesney CCF has 24 identified security posts requiring 48 signatures on the post orders. Each (100 percent) of the 48 required signatures were present.

- E) **Background Investigations.** Security personnel will complete a CDCR background investigation at Private Facilities. A CDCR-approved background investigation will be completed for security personnel at Public Facilities. A CDCR background investigation will be conducted for personnel at Private Facilities. Personnel records will document that the staff member "passed" the background process.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 6; Private, pages 1, 2, and 3; and FMH-Private, page 8D.)**

### **Finding**

### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's personnel records and interviewed staff.

The review revealed that all security personnel assigned to the Leo Chesney CCF undergo a background investigation. The review team examined a selected percentage of background clearances for Leo Chesney CCF staff. Each (100 percent) staff had an approved background



clearance. The review team notes that each staff member, security and nonsecurity, undergoes this background process.

- F) **Personnel Policies.** The contractor shall establish and maintain personnel policies that address but are not limited to:  
Fraternization;  
Over-familiarity;  
Ex-Felon Employment;  
Nepotism; and  
Employee Grievance and Appeal Process.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, pages 3C, 4; and Private, page 8D.)**

### **Finding**

### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's personnel policies and interviewed staff.

The review revealed that the Leo Chesney CCF maintains a current policy on fraternization, No. 103-2; over-familiarity, No. 103-02; ex-felon employment, No. 101-08; nepotism, No. 101-10; and employee grievance and appeal process, No. 103-13.

## **III. TRAINING**

- A) **Training Policy.** The facility maintains a current approved training policy that delineates training requirements for staff and meets the requirements of the California Board of Corrections (BOC) and/or CDCR.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities; CDCR/BOC Agreement-Public, page 6D; and Private, page 6D.)**

### **Finding**

### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's current training policy and interviewed staff.

The review revealed that the Leo Chesney CCF has an established current training policy, No. 180-1, which has been approved by the BOC. Facility practice is consistent with this policy.

- B) **Training Records.** The facility maintains training records for all custody/security staff.  
(Authority: Statement of Work, Contractor Authority and Responsibilities; CDCR/BOC Agreement-Public, page 6D; and Private, pages 6D, 7.)

#### Finding

#### COMPLIANCE

The OAC review team examined the Leo Chesney CCF's training records and interviewed staff.

The review revealed that the Leo Chesney CCF maintains training records for all custody and security staff assigned to the Facility.

- C) **Training Audits.** The facility is in compliance with the annual training requirements of the BOC.  
(Authority: Statement of Work, Contractor Authority and Responsibilities; CDCR/BOC Agreement-Public, page 6D; and Private, page 6D.)

#### Finding

#### COMPLIANCE

The OAC review team examined the Leo Chesney CCF's current training records and interviewed staff.

The review team randomly selected ten training records of staff assigned to the Leo Chesney CCF. Of the ten records reviewed, 9 (90 percent) contained documentation of the employee completing both the basic CDCR orientation training and the Basic Correctional Officer Certification (CORE) course. The 1 remaining record documented that the CORE course had been taken, but only three of the four blocks of the CDC Orientation course were completed.

#### IV. CLASSIFICATION

- A) **Operational Plan.** The facility has established and follows an operational plan in accordance with DOM and the CCF Screening Handbook for the operation of classification services.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, pages 1, 2B, 3C, 6E; and Private, page 1C.)**

#### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's operational plan and interviewed staff.

The review revealed that the Leo Chesney CCF has an established policy, No. 280-1, in accordance with DOM and the CCF Screening Handbook, for the classification of inmates housed within the Facility. Facility practice is consistent with this policy.

- B) **Composition.** Classification committees meet composition and quorum requirements of DOM, with initial facility Classification Committee composed of:

CCF Manager (Chairperson);  
Correctional Counselor (CC) III (Alternate Chairperson);  
CC II (Recorder);  
Inmate Assignment/Program Coordinator;  
Educational or Vocational Program Representative; and  
Other members as appropriate.

**(Authority: CCR, Section 3376; DOM, Section 62010.8.2; Statement of Work, Contractor Authority and Responsibilities-Public, page 6E; Private, pages 8; and PC, Section 5058.)**

### **Finding**

### **COMPLIANCE**

The OAC review team reviewed CDC 128-Gs and interviewed staff.

The review revealed that the composition of the classification committee meets the requirements of this standard.

- C) **Initial Classification.** Initial classification is held within 14 calendar days of the inmate's arrival to the facility.  
**(Authority: DOM, Section 62010.8.3; Statement of Work, Contractor Authority and Responsibilities-Public, page 6E; and Private, page 8F;)**

### **Finding**

### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's policy and procedures and inmate field files, observed the classification committee, and interviewed staff.

The review revealed that the initial classification hearings are conducted within 14 calendar days of the inmate's arrival to the Facility.

- D) **Documentation.** Results of committee actions are documented in a Chrono Classification (CDC 128-G). A copy of the CDC 128-G is given to the inmate and a copy is maintained in the inmate's field file.  
**(Authority: DOM, Section 62010.9.1; Statement of Work, Contractor Authority and Responsibilities-Public, page 6E; and Private, page 8F.)**

### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's policy and procedures and inmate field files, observed the classification committee, and interviewed staff and inmates.

The review revealed that a CDC 128-G is generated by the classification committee. A copy of the CDC 128-G is given to the inmate and a copy is routed to the inmate's field file.

#### **V. PROGRAMS**

- A) **Inmate Work Training Incentive Program.** The facility shall establish and maintain Inmate Work Training Incentive Program (IWTIP) positions for work assignments either within the facility or outside the facility.  
**(Authority: DOM, Section 53130; Statement of Work, Program Operations-Public, page 11C; and Private, pages 16C.)**

### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's unit documentation and interviewed staff and inmates.

The review revealed that Leo Chesney CCF has established and maintains IWTIP positions for work and education assignments within the Facility. There is a written job description for every position, signed and dated by staff and inmates, which defines tasks to be performed. Inmates are seen by the classification committee for assignment placement determination within 14 days of their arrival.

- B) **Pre-Release.** The facility shall provide pre-release program services subject to budgeted resources. Pre-release curriculum meets the minimum content described in CDCR Policy.

**(Authority: DOM, Section 53090.6; Statement of Work, Program Operations, Public, page 11B; and Private, page 16B.)**

### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's unit documentation and interviewed staff and inmates.

The review revealed that the Facility provides a pre-release program, which meets the curriculum content described in CDCR policy. The Pre-Release/Lifeskills Training is a 30-day program. Subjects covered include employability skills, communication skills, money management, community resources, family and social interactions, and parole resources.

- C) **Educational Programs-Credential Standards.** Educational programs shall be managed by staff who meet the credential standards as set forth by the Commission on Teacher Credentialing.  
**(Authority: DOM, Section 53090.1; Statement of Work, Program Operations, Public, page 14E; and Private, page 18E-#1.)**

### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's personnel records and interviewed staff.

The review revealed that four (100 percent) educational program teachers were credentialed (one position is currently vacant).

1. The contractor shall ensure that inmates achieving less than a 6.0 grade level or with limited English proficiency are assigned to adult basic education or English as a second language (ESL) program in accordance with available resources.  
**(Authority: DOM, Section 53090; Statement of Work, Program Operations, Public, page 14E; and Private, page 18-#4.)**

### Finding

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's unit documentation and interviewed staff and inmates.

The review revealed that inmates achieving less than a 6.0 grade level or with limited English proficiency are assigned to Adult Basic Education (ABE) or ESL programs. Each program is designed to prepare the student to take the General Education Development (GED) examination. Upon completion of the GED program, arrangements are made for the inmate to take the GED examination.

2. Educational programs shall be conducted Monday through Friday year round, excluding State and national holidays for a minimum of six and a maximum of seven and one half hours per day.  
(Authority: DOM, Section 53090.3.5; Statement of Work, Program Operations-Public, pages 2, and 14E-#3; and Private, page 18E-#6.)

### Finding

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's policies and procedures and interviewed staff.

The review revealed that educational programs are conducted Monday through Friday, year round, excluding State and national holidays. It should be noted that Leo Chesney CCF schedules ABE classes for only 3.5 hours a day so as to allow students to attend school for a half day and to work for an additional 3.5 hours.

The intent of the Statement of Work, when written, was to provide for dedicated full-time education programs. However, CDCR policies have allowed Combination Programs of no less than 6 hours daily.

Unfortunately, the Statement of Work language regarding Combination Programs was not included. CCFA, therefore, have allowed CCFs to do Combination Programs consistent with CDCR policies.

In this case, CCFA does not believe it is necessary to restate CDCR policy in the contract. In fact, since the Statement of Work, the minimum hours required for a full-time or combination assignment changed to 7 hours and the contractor is complying.”

Based upon the response given by the CCFA, a compliance rating by OAC is appropriate.

- D) **Religious Programs.** The contractor shall establish a written procedure for voluntary participation in religious programs and shall make such information available to all inmates.  
(Authority: DOM, Section 53050; Statement of Work, Program Operations-Public, page 14F; and Private, page 19F.)

### Finding

### COMPLIANCE

The OAC review team examined the Leo Chesney CCF’s religious program procedures and interviewed staff and inmates.

The review revealed that the Leo Chesney CCF maintains a current written policy, No. 431-1, for voluntary participation in religious programs. Facility practice is consistent with this policy. Inmates are informed of religious instruction and services at the orientation meeting as well as in the Orientation Handbook and by postings in the housing units. Representatives of various religious faiths and denominations are scheduled to hold services on various days and times throughout the week, primarily during the evening hours.

- E) **Library Services.** The contractor shall provide an inmate library in the facility with accessibility to the inmates for a minimum of 30 hours a week. When law library facilities are required, the facility provides transportation to the CDCR hub institution.  
(Authority: DOM, Section 53060; Statement of Work, Program Operations-Public, page 14G; and Private, page 20G.)



### **Finding**

#### **COMPLIANCE**

The OAC review team toured the inmate library and interviewed staff and inmates.

The review revealed that the Leo Chesney CCF provides an inmate library with accessibility to the inmates for a minimum of 30 hours per week. When law library facilities are required, staff make arrangements and provide transportation to the CDCR hub institution, which is Central California Women's Facility (CCWF).

- F) **Visiting.** The contractor shall establish written procedures for the administration and operation of a visiting program consistent with CDCR policy.  
**(Authority: CCR, Section 3170; DOM Section 54020; Statement of Work, Program Operations-Public, page 15H; and Private, page 20-#1.)**

### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's visiting procedures and interviewed staff and inmates.

The review revealed that the Leo Chesney CCF maintains a current written policy, No. 251-1, for the administration and operation of a visiting program consistent with CDCR policy. Facility practice is consistent with this policy. Visiting is scheduled for Saturdays, Sundays, and holidays. Attorney/client visits are scheduled by appointment for weekdays per CDCR policy.

- G) **Canteen.** The contractor shall establish an inmate canteen program and written operating procedures in compliance with CDCR policy.

(Authority: CCR, Sections 3090-3095; DOM, Section 54070; Statement of Work, Program Operations-Public, page 16I; and Private, page 21I.)

### Finding

### COMPLIANCE

The OAC review team examined the Leo Chesney CCF's canteen procedures, toured the canteen, and interviewed staff and inmates.

The review revealed that the Leo Chesney CCF has a current policy, No. 421-3, and has established an inmate canteen program and written operating procedures in compliance with CDCR policy. Facility practice is consistent with this policy. Inmates may purchase canteen items weekly, not to exceed \$180.00 per month. The canteen provides a reasonable selection of items of interest to racial and ethnic groups. Upon request, inmates may receive an updated statement of account reflecting current account activity.

- H) **Recreation Programs.** The contractor shall provide a recreational and physical education program that maximizes voluntary participation under safe, secure, and healthful conditions to promote physical fitness and relaxation.

(Authority: CCR, Section 3220; DOM, Section 53070; Statement of Work, Program Operations-Public, page 16K; and Private, page 22J.)

### Finding

### COMPLIANCE

The OAC review team toured the Leo Chesney CCF's exercise yards and indoor recreational facility and interviewed staff and inmates.

The review revealed that the Leo Chesney CCF has an established recreational and physical education program. The Leo Chesney CCF has adequate indoor recreation items, e.g., basketball hoops, exercise equipment, television, table games, etc. The outdoor recreation area is

equipped with such items as a volleyball net, jogging track, tables, benches, etc. Recreation equipment is maintained in a safe and usable manner. The hours and rules for the use of the recreation area and equipment are posted in the housing units.

- l) **Medical Services.** The contractor shall develop and implement written procedures for routine sick call and emergency medical and/or dental services.  
**(Authority: DOM, Section 54050; Statement of Work, Program Operations-Public, page 11A; and Private, page 22K.)**

### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's medical and dental procedures, toured the health services area, and interviewed staff.

The review revealed that the Leo Chesney CCF has a policy, Nos. 311-1 through 320-1, and has developed and implemented written procedures for routine sick call and emergency medical and/or dental services. Facility practice is consistent with these policies. Inmates submit sick call slips for routine medical services and requests are handled expeditiously. A contract-licensed physician conducts an open doctor's line weekly. Medical emergencies are handled through the hub institution or Biggs Gridley Memorial Hospital, as deemed necessary. Routine dental appointments are scheduled with the hub institution and dental emergencies are also handled by the hub institution.

1. The contractor shall maintain current and confidential health records in a secure location.  
**(Authority: DOM, Section 54046; Statement of Work, Program Operations-Public, page 11A; and Private, page 22K.)**

### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's medical records, toured the health services area, and interviewed staff.

The review revealed that the Leo Chesney CCF maintains inmate health records within a locked file cabinet in a locked office. The Facility nurse retains the keys to both the office and the file cabinet. At the end of the Facility nurse's shift, the keys are given to Control for access, if necessary.

## VI. DISCIPLINE

- A) **Policy.** The contractor shall develop an inmate disciplinary plan, which meets the requirements of CDCR's policy, due process, and specific time limits.  
**(Authority: DOM, Section 52080; CCR, Sections 3310-3326; Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)**

### Finding

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's inmate disciplinary plan and inmate field files and interviewed staff.

The review revealed that the Leo Chesney CCF has a current policy, No. 231-1, and has established inmate disciplinary plan, which meets the requirements of CDCR policy, due process, and specific time limitations. Facility practice is consistent with this policy.

- B) **Disciplinary Actions.** The contractor staff shall initiate and participate in informal and formal disciplinary actions within the context of progressive disciplinary practices.  
**(Authority: CCR, Section 3312; DOM, Section 52080; Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)**

### Finding

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's disciplinary log, inmate field files, policy and procedures, and interviewed staff.

The review revealed that the Leo Chesney CCF employs a progressive inmate disciplinary process, which includes verbal counseling, a Custodial Counseling Chrono (CDC 128-A) form, and a formal Rules Violation Report (CDC 115).

- C) **Documentation.** The contractor shall have the responsibility of documenting negative behavior and writing initial charges in accordance with CDCR's policy and regulations.  
(Authority: CCR, Section 3312; DOM, Section 52080; Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)

### Finding

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's policy and procedures and inmate field files and interviewed staff.

The review revealed that the Leo Chesney CCF utilizes departmentally approved processes for documenting negative inmate behavior. This is accomplished through the utilization of Custodial Counseling Chronos and formal disciplinary reports.

- D) **Classification of Rule Violations.** CDCR staff shall determine the disciplinary action as administrative or serious in Rules Violation Reports initiated within the CCF.  
(Authority: CCR, Section 3313; DOM, Section 52080; Statement of Work, Contractor Authority and Responsibilities-Public, pages, 7G; and Private, page 8G.)

### Finding

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's policy and procedures and inmate field files and interviewed staff.

The review revealed that the CDCR staff (Senior Hearing Officers) have the responsibility of classifying inmate disciplinary reports.

- E) **Authority.** The CDCR staff has the final authority in all formal disciplinary actions initiated within the CCF.  
(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)

### Finding

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's policy and procedures and inmate field files and interviewed staff.

The review revealed that CDCR staff conduct disciplinary hearings for all serious and administrative violations. Adjudicated CDC 115s are forwarded to the Chief Disciplinary Hearing Officer (CCF Administrator) for review and final signature.

- F) **Record of Disciplinary Matters.** The facility maintains copies of all CDC 115s in a Register of Violations and, when appropriate, in the inmate's facility case file.  
(Authority: CCR, Section 3326; Statement of Work, Contractor Authority and Responsibilities-Public, pages 7G, 7H; and Private, page 8G.)

### Finding

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's policy and procedures and interviewed staff.

The review revealed that the Leo Chesney CCF maintains copies of adjudicated CDC 115s and a Disciplinary Log Book. Log numbers are obtained from CCFA's when a disciplinary report is generated. The Correctional Lieutenant in charge of the disciplinary process records the approved log number on the disciplinary log. A process to track each CDC 115 log number from issuance through adjudication and final audit by the Chief Disciplinary Hearing Officer is in place.

## VII. RECORDS

- A) **Inmate Files.** There shall be a case file maintained on each inmate assigned to the CCF.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 7H; and Private, page 9I-#1.)**

### **Finding**

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's inmate field files and interviewed CDCR staff.

The review revealed that the CCs maintain, by caseload, a file on each inmate assigned to the Leo Chesney CCF.

- B) **File Security.** All local case files shall be secured in a locked file cabinet marked "Authorized Personnel." Only authorized CDCR and contractor staff shall access to these files.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public 7H; and Private, page 9I-#1.)**

### **Finding**

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's inmate field files and interviewed CDCR staff.

The review revealed that each inmate field file is maintained by the CCs, by caseload, within a locked office. The CCs maintain access to these files and permit access only to CDCR staff. Information required by Leo Chesney CCF staff is accessed with the CC.

- C) **Release of Information.** The contractor shall have a written policy and procedures regarding confidentiality of individual case records, which addresses, at minimum, client access, staff access, and release of information. The policy will assure compliance with CDCR policy and the Information Practices Act.  
(Authority: DOM, Section 13010.11; CCR, Section 3450; Statement of Work, Contractor Authority and Responsibilities-Public, page 2B; and Private, page 10-#4.)

### Finding

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's policies and procedures and interviewed CDCR staff.

The review revealed that Leo Chesney CCF's policy No. 203-6 addressed the accessibility of inmate field files and the release of information therein. Facility practice is consistent with this policy.

- D) **Daily Movement Sheet.** The contractor shall submit a Daily Movement Sheet (DMS) to the CCFA Administrator to include information on CDCR inmates received or discharged.  
(Authority: DOM, Section 52020; Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 9-#2.)

### Finding



## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's DMS and interviewed staff.

The review revealed that the Leo Chesney CCF transmits, by facsimile, the DMS to the CCFA daily. Copies are maintained by the Facility administration.

## VIII. APPEALS

- A) **Forms.** The contractor shall ensure Inmate/Parolee Appeal (CDC 602) forms are readily available to all inmates.  
(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)

### Finding

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's appeal procedures and interviewed staff and inmates.

The review revealed that the Leo Chesney CCF has the CDC 602 available in sufficient quantity to all inmates in each dorm and through contact with staff.

- B) **Informal Level.** The contractor staff shall respond to appeals at the informal level.  
(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)

### Finding

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's appeal procedures and documentation and interviewed CDCR staff and inmates.

Documentation and interviews with staff and inmates revealed that there is a current appeals policy in place and the appeal process is adhered to and addressed at the informal level. Appeals related to CCF issues are handled by Facility and CDCR staff.

- C) **First Level.** The CDCR staff shall audit or assign to appropriate contractor staff, inmate appeals at the first formal level.  
(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)

### Finding

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's appeal procedures and interviewed staff.

The review revealed that both the CDCR and contractor staff are responding to first level appeals in a timely manner with CDCR staff auditing this process.

- D) **Second Level.** The second level appeal shall be transmitted to CCFA for audit by the CCFA Administrator or designee.  
(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)

### Finding

## NONCOMPLIANCE

The OAC review team examined the Leo Chesney CCF's appeal procedures and interviewed staff.

The review revealed there is no tracking system in place to document that the second level appeal is transmitted to CCFA for audit, and response if required, by the CCFA. This is a CDCR issue.

- E) **Record of Appeals.** The contractor shall ensure that all appeals are filed in accordance with CCR, Sections 3084 through 3084.7.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#2.)**

#### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's record of appeals and interviewed staff.

The review revealed that the Leo Chesney CCF ensures that all appeals are filed in accordance with the CCR. The Appeals Coordinator (CDCR CC II) collects the CDC 602s Monday through Friday, records them in the appeals log, and tracks the appeals through conclusion. Informal appeals are also included in this logging system.

- F) **The CCR, Title 15.** The CDCR shall ensure copies of CCR, Title 15, Division 3, in English and Spanish are available to the contractor for distribution to all inmates.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 9H-#2.)**

#### **Finding**

#### **COMPLIANCE**

**The OAC review team toured the Facility and interviewed staff and inmates.**

**The review revealed that CDCR provides Leo Chesney CCF with current copies of CCR, Title 15, Division 3, in English and Spanish, for distribution to all staff and inmates.**

- G) **Training.** The contractor and CDCR shall provide ongoing Appeals training to staff to ensure adherence and compliance with CCR, Sections 3084 through 3084.7.

**(Authority: Statement of Work, Contractor Authority and Responsibilities-  
Public, page 3C; and Private, page 9H-#2.)**

### Finding

## COMPLIANCE

**The OAC review team examined the Leo Chesney CCF's training records and interviewed staff.**

**The review revealed that both CDCR and CCF staff provide appeals training to Leo Chesney CCF staff to ensure adherence and compliance with policy and procedure.**

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X. SAFETY

- A) **Fire Safety.** The contractor shall have a written policy and procedures, which specify the facility's fire prevention regulations and practices to ensure the safety of staff, inmates, and visitors.  
(Authority: DOM, Section 52090; Statement of Work, Contractor Authority and Responsibilities-Public, page 9J; and Private, page 12-#6.)

Finding

## **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's safety procedures and interviewed staff.

The review revealed that Leo Chesney CCF maintains a current written policy, No. 211-1, which specifies the Facility's fire prevention regulations and practices to ensure the safety of staff, inmates, and visitors. Facility practice is consistent with this policy.

1. The contractor shall conduct quarterly fire emergency drills under varied conditions and during hours when a majority of inmates are in the facility.  
(Authority: DOM, Section 52090; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A, 9J; and Private, page 12-#5.)

### **Finding**

## **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's safety procedures and interviewed staff.

Documentation provided by Facility staff indicated that the Leo Chesney CCF has conducted quarterly fire emergency drills, under varied conditions, as required.

- B) **Hazardous Material.** The contractor shall have written procedures in accordance with DOM, Section 52030, for the storage, accountability, handling, and dispensing of all volatile, toxic, or hazardous materials and substances.  
(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 12-#8, #9, #10.)

### **Finding**

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's safety procedures and interviewed staff.

The review revealed that the Leo Chesney CCF has a written policy, No. 213-1, in accordance with DOM for the storage, accountability, handling, and dispensing of all volatile, toxic, or hazardous materials and substances. Facility practice is consistent with this policy. All hazardous materials are stored in locked cabinets located in the maintenance area.

### XI. GENERAL

- A) **New Arrivals.** The contractor has established and maintains a written procedure for the issuance of clean usable clothing, bedding, linen, and towels for new arrivals with provisions for subsequent exchange or laundering on a weekly basis.  
**(Authority: CCR, Sections 3030 and 3031; DOM, Section 54090; Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 10J.)**

### Finding

## COMPLIANCE

The OAC review team examined the Leo Chesney CCF's policy and procedures and interviewed staff.

The review revealed that the Leo Chesney CCF has established and maintains a written policy, No. 283-1, which delineates the issuance of clothing and bedding and linen for new arriving inmates. The Leo Chesney CCF's policy also directs for a weekly laundry exchange with bedspreads and blankets exchanged monthly. Facility practice is consistent with this policy.

- B) **Hygiene.** The contractor provides adequate, clean, and working shower, sink, and toilet facilities.

**(Authority: CCR, Section 3060-3062: Statement of Work, Contractor Authority and Responsibilities-Public, page 1A; and Private, page 10J.)**

### **Finding**

#### **COMPLIANCE**

The OAC review team toured the Leo Chesney CCF and interviewed staff.

The review revealed that the Leo Chesney CCF provides adequate, clean, and working shower, sink, and toilet facilities within each dorm in the Facility.

- C) **Inmate Telephones.** The contractor has established and maintains written policy and procedure for the governing of telephones for use by inmates in the facility. Inmates should be permitted reasonable access to telephones for personal and program-related purposes.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 8I; and Private, page 11-#8.)**

### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's telephone procedures and interviewed staff and inmates.

The review revealed that the Leo Chesney CCF maintains a current written policy, No. 253-1, governing the use of telephones for inmates. Facility practice is consistent with this policy. Inmates are provided reasonable access to telephones within their living areas.

- D) **Inmate Mail.** The contractor has established and maintains written policy and procedures governing inmate mail, correspondence, legal items, and packages.

**(Authority: DOM, Section 54010; CCR, Section 3130; Statement of Work, Contractor Authority and Responsibilities-Public, pages 1A and 16J; and Private, page 15-#6.)**

### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's mail procedures and interviewed staff and inmates.

The review revealed that Leo Chesney CCF maintains a current written policy, No. 252-1, governing inmate mail, correspondence, legal items, and packages. Facility practice is consistent with this policy.

- E) **Inmate Access to Computers.** The contractor has established and maintains written policy and procedure governing inmate access to computers in accordance with CDCR policy.  
**(Authority: DOM, Section 49020.6.)**

### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's policies and procedures and interviewed staff.

The review revealed that inmates are assigned to and operate computers within the Facility. In addition, the Facility currently conducts a computer lab class as a part of the education program. The Leo Chesney CCF maintains a current written policy, No. 207-1, outlining authorized computer access for inmates and authorized computer programs for use. Facility practice is consistent with this policy. It was noted that modems are not used in any computers inside the security area where inmates have access. Additionally, computers used by inmates are identified as inmate accessible.



- F) **Security Areas.** The contractor maintains, on-site, a depiction of the facility with the floor plan identifying the secure and non-secure areas, denoting the location of security post positions.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 1A; and Private, page 11-#9.)**

### **Finding**

## **COMPLIANCE**

The OAC review team toured the Facility and interviewed staff.

The review revealed that Leo Chesney CCF maintains a floor plan depiction of the Facility, which is kept in, and is a part of, the Policy and Procedures Manual, Restricted Volume. This volume is maintained in strategic areas within the Facility under lock and key.

- G) **Housekeeping and Maintenance.** The contractor has a housekeeping and maintenance plan and maintains weekly inspection reports to ensure the facility is clean and in good repair.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 8I; and Private, page 11-#7.)**

### **Finding**

## **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's housekeeping and maintenance plan and interviewed staff.

The review revealed that Leo Chesney CCF maintains current written policies, Nos. 281-1 and 291-1, for housekeeping and the preventive maintenance and inspection of the Facility and equipment. Facility practice is consistent with these policies. The Facility maintains weekly inspection reports and a record of repairs performed.

## **XII. FOOD SERVICES**

- A) **Meals.** The contractor shall provide food services at the facility that meet the nutritional standards consistent with DOM, Section 54080. Food service staff shall develop and follow menus approved by the CDCR Food Administrator or a State licensed dietitian.  
**(Authority: CCR, Section 3050; Statement of Work, Contractor Authority and Responsibilities-Public, page 9K; and Private, page 12M.)**

### **Finding**

### **COMPLIANCE**

The OAC review team toured the Leo Chesney CCF's Main Kitchen, examined menus, and interviewed staff and inmates.

The review revealed that the Leo Chesney CCF has developed and follows menus, which are approved by a State licensed dietitian. These menus are posted in various areas throughout the Facility including the dormitory housing units.

- B) **Special Diets.** The contractor shall provide for the special dietary needs of inmates. Any special menu/diet required to meet medical needs shall be approved by CDCR's medical personnel and provided by the contractor.  
**(Authority: CCR, Section 3054; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 1A, 9K; and Private, page 12M.)**

### **Finding**

### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's special diet menus, toured the Main Kitchen, and interviewed staff.

The review revealed that the Leo Chesney CCF does accommodate inmates with special dietary needs. These special diet menus have been reviewed and approved by CDCR medical personnel.

- C) **Meal Samples.** The contractor shall retain refrigerated, covered, tagged, and dated samples of meals served for a minimum of 72 hours to determine what food items may be responsible in the event of alleged food poisoning or infection.

**(Authority: DOM, Section 54080.8; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A, 9K; and Private, page 12M.)**

### **Finding**

### **COMPLIANCE**

The OAC review team toured the Leo Chesney CCF's Main Kitchen and interviewed staff.

The review revealed that the Leo Chesney CCF retains a refrigerated, covered, tagged, and dated sample of meals served for a minimum of 72 hours.

- D) **Inmate Workers.** The contractor shall ensure that each inmate culinary worker is medically cleared for food handling before assignment to food services.

**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A, 9K; and Private, page 12M.)**

### **Finding**

### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's inmate medical clearance forms and interviewed staff.

The review revealed that Leo Chesney CCF ensures each culinary worker is medically cleared before assignment to food services. This food handling clearance documentation is maintained in the inmate's health record and verified by the Licensed Vocational Nurse (LVN). If a change to the medical clearance status occurs, the LVN notifies the kitchen staff and the inmate worker is removed from food handling assignments via procedures.

- E) **Health Codes.** The contractor shall maintain a copy of the annual inspection regarding sanitation, safety and food handling practices, conducted by the Department of Health Services.  
**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A, 9K; and Private, page 13-#5.)**

#### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's annual sanitation inspection and interviewed staff.

The review revealed that the annual sanitation inspection was conducted by the Department of Environmental Health Services of Sutter County on October 23, 2008. A copy of this report is kept on file.

- F) **Dry Storage.** Foods must be stored properly. Dry food and canned goods shall be properly stored in an appropriate storage area.  
**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A, 9K; and Private, page 12M.)**

#### **Finding**

#### **COMPLIANCE**

The OAC review team toured the Leo Chesney CCF's Main Kitchen and storage area and interviewed staff.

The review revealed that food items are properly stored and that adequate controls are in place for “hot” items, such as sugar, yeast, etc. In addition, cleaning supplies are kept separate from food items.

- G) **Refrigeration.** Refrigeration and freezer equipment is monitored for proper temperatures and food items are properly stored to facilitate proper air circulation.

**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A, 9K; and Private, page 12M.)**

### **Finding**

### **COMPLIANCE**

The OAC review team toured the Leo Chesney CCF’s Main Kitchen and interviewed staff.

The review revealed there is a logging system in place to monitor refrigeration and freezer equipment. Food items are properly stored to facilitate proper air circulation.

- H) **Vector Control.** Control of vermin and pests is managed by contract with a licensed professional pest control company.

**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A, 9K; and Private, page 12M.)**

### **Finding**

### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF’s vector control contract and interviewed staff.

The review revealed that Leo Chesney CCF is provided monthly vector control services by a licensed professional pest control agency, Yuba City Pest Control. If a recall situation arises, Yuba City Pest Control responds in a timely manner.

### XIII. DEPARTMENTAL – FACILITY INTERCOMMUNICATION

- A) **Hub Institutions.** Identify the hub institutions that service this facility for disciplinary, medical, law library, and emergency services.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 22K.)**

#### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's medical, dental, disciplinary, emergency procedures, and interviewed staff.

The review revealed that CCWF has been designated as the hub institution for disciplinary, medical, and law library, services for Leo Chesney CCF. Folsom State Prison has been designated as the hub institution for emergency services.

- B) **Mutual Aid.** The contractor has established Mutual Aid agreements with local and state law enforcement agencies.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 1A; and Private, page 11L-#2.)**

#### **Finding**

#### **COMPLIANCE**

The OAC review team examined the Leo Chesney CCF's security procedures and interviewed staff.

**The Leo Chesney CCF has negotiated and developed a mutual aid agreement with the Sutter County Sheriff's Department and Folsom State Prison.**

## **GENERAL OBSERVATIONS**

**None noted.**



## **GLOSSARY**

<b>ABE</b>	Adult Basic Education
<b>BOC</b>	California Board of Corrections
<b>CC</b>	Correctional Counselor
<b>CCFA</b>	Community Correctional Centers Administration
<b>CCF</b>	Community Correctional Facilities
<b>CCR</b>	California Code of Regulations
<b>CDCR</b>	California Department of Corrections and Rehabilitation
<b>CDC 115</b>	Rules Violation Report
<b>CDC 117</b>	Daily Record of Cell and Employment Changes
<b>CDC 128-A</b>	Custodial Counseling Chrono
<b>CDC 128-G</b>	Classification Chrono
<b>CDC 602</b>	Inmate/Parolee Appeal Form
<b>CCWF</b>	Central California Women's Facility
<b>DMS</b>	Daily Movement Sheet
<b>DOM</b>	Department Operations Manual
<b>ESL</b>	English as a Second Language
<b>FMH</b>	Financial Management Handbook
<b>GA 154</b>	Inmate Bed/Housing Change Assignment and Status Change
<b>GED</b>	General Education Development
<b>IWTIP</b>	Inmate Work Training Incentive Program
<b>LVN</b>	Licensed Vocational Nurse
<b>OIG</b>	Office of Inspector General
<b>PC</b>	California Penal Code
<b>OAC</b>	Program and Fiscal Audits Branch